



# **TROOP RULES, POLICIES, GUIDELINES AND STANDARDS**

**TROOP 405 - RITTMAN, OHIO  
AMERICAN LEGION POST #423  
GREAT TRAIL COUNCIL  
BOY SCOUTS OF AMERICA**

12/11/06

## **Spirit of the Rules**

*Troop 405 Rules, Policies, Guidelines and Standards are intended to provide for safe, fair, enjoyable and educational experiences within the scouting program for all involved. Anyone (scout or adult) involved in any activities or functions related to Troop 405, Rittman, Ohio, is expected to abide by all Troop rules, policies, guidelines and standards. The Scout Oath and Scout Law along with the Golden Rule serve as the foundation for all rules outlined in this collection. This written guidebook has been developed to help communicate the Troop's expectations of all participating scouts & adults, and any individual interpretation of these rules should consider the spirit and intent of the rules. This guidebook does not represent a complete listing of all rules nor does it address the guidelines and policies set forth by the Boy Scouts of America, National Council and/or Great Trail Council.*

## **Scout Oath or Promise**

*On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.*

## **The Scout Law**

*A Scout is trustworthy, loyal, helpful, friendly,  
courteous, kind, obedient, cheerful, thrifty,  
brave, clean and reverent.*

## **Golden Rule**

*Treat others as you would like to be treated.*

## **Outdoor Code**

*As an American, I will do my best to -  
Be clean in my outdoor manners. Be careful with fire.  
Be considerate in the outdoors. Be conservation minded.*

## **U.S. Air Force Academy - Honor Code**

*"We Will Not Lie, Steal Or Cheat,  
Nor Tolerate Among Us Anyone Who Does"*

## **Troop Outings**

*Troop 405 plans activities and outings throughout the entire calendar year. It is requested that scouts be prepared to make a commitment to participating in an event or outing up to several weeks in advance to provide ample time for planning and organizing transportation and meals.*

**Expenses** - *The Troop may incur expenses for transportation, cabin rental or activity fees and reservations. Scouts are asked to pay these fees no less than the Monday before the activity. Refunds will be dependent on funds already spent. Requests for refund should be directed to the Troop Treasurer and Scoutmaster.*

**Transportation** - *Most scouting transportation is provided by volunteers at their own expense. Scouts must fully respect the property of the vehicle owner by keeping seating areas clean. Scouts and adults must wear seat belts. (Refer to Page 6 for information on Youth Drivers)*

**Food Expenses** - *Once a scout has made a commitment to participate in an activity or outing, he is responsible to pay for his share of the meals and food supplies, whether he actually participates in the activity or not.*

**Personal Gear** - *Every scout is responsible for providing their own personal gear according to the scout handbook. The following items represent a few recurring problems.*

**Boots** - *All scouts are required to be wearing a pair of hiking boots before they will depart on any high adventure outing or any activity that occurs during cold/wet weather.*

**Mess Kit** - *All scouts are required to supply their own personal set of eating utensils, along with a cup, plate and bowl. Disposable plates & utensils are NOT allowed to be a scout's primary table service.*

**Campsite Manners** - *All scouts are expected to follow their training as Boy Scouts and follow the Outdoor Code. Recurring problems with campsite manners or maintenance may result in adjustments to camping policies to correct any problems. (For example, at one time pop cans were banned because scouts would leave them, empty or half-full laying all around the campsite.)*

**Camp Duties** - *As a Troop or within individual Patrols, scouts will be expected to do their share of any jobs or chores. All scouts are expected to fulfill their tasks assigned by the Senior Patrol Leader and support the operation of the entire Troop.*

## **Individual Behavior and Attitude**

*Scouts are expected to follow the core values of the 12 points of the Scout Law in their everyday life, within scout activities and outside scout activities. Scouts that present a chronic problem to the activities, operations and/or morale of the Troop will be counseled by senior scouts and/or adult leaders regarding necessary improvements in behavior and attitude. Continued problems from individual scouts will be handled by the scoutmaster and/or adult leader in charge. Disciplinary actions may include, but are not limited to:*

- Verbal warning*
- Special project assignments*
- Early dismissal from meetings or camp-outs*
  - Parents will be called to pick up scout ( No matter where we are. )*
- Suspension from meetings*
- Suspension from camp-outs*
- Review by Troop Committee to consider permanent suspension*

***Disruptive, Disrespectful, or Chronic Negative Behavior or Attitude*** that adversely impacts the activities, operations and/or morale of the entire troop or individual members will not be accepted within Troop 405.

***Theft / Vandalism / Arson*** - Troop 405 maintains a stance of zero tolerance for illegal activities, including but not limited to theft, vandalism and arson. No matter how petty the allegations, incidents will be reviewed by the scoutmaster and/or adult leader in charge. Scouts will be held accountable for their actions.

***Foul Language - verbal or gestural*** is not tolerated within Troop 405. Usage of unacceptable language, no matter if it is for exclamatory or defamatory purpose is not permitted.

***Illegal Drugs / Alcohol / Tobacco*** - Troop 405 maintains a stance of zero tolerance for youth members, for the possession of drugs, alcohol or tobacco. Youth members found in violation of this policy will be subject to an immediate review by the Troop Committee to consider permanent suspension. Use of tobacco by adults must be handled discretely away from youth. Adult alcohol consumption is not permitted during any scout activities. Scouts or Adults found in possession of illegal drugs or paraphernalia will be turned over to local law enforcement.

**Treatment of Others** - No member of the troop will be subject to teasing, hazing, harassment, verbal insults or bullying. Scouts must feel safe within troop activities. Scouts feeling that they are being mistreated must report their issues to the scoutmaster and/or other adult leader in charge at the time of the incident or at the end of the meeting or event. The troop maintains an attitude of **Mutual Respect**, which is defined as: Considering other's thoughts and feelings as important, even when they are different from your own.

**Personal Property** - Scouts are responsible for the care and organization of their own personal gear and equipment. Also, scouts should respect the gear and equipment belonging to others. In other words, "If it isn't yours, leave it alone!"

**Equipment Damage** - Individually or as a group, members of the Troop will be held responsible for the replacement or replacement cost for Council, Troop or personal equipment that is damaged due to abuse, improper use, negligent behavior or vandalism.

## **Troop Uniform & Scout Apparel**

**For Regular Troop Meetings and Events**, scouts are expected to wear their official BSA khaki uniform shirt & Troop neckerchief. A T-shirt worn underneath is advisable to accommodate various activities. **Scout Spirit** - A scout must wear his uniform to 70% of the meetings he attends for the scoutmaster to recognize scout spirit at the time of rank advancement. Activity uniform T-Shirts qualify only during the months of June, July & August.

**For Summer Camp**, scouts must have a complete uniform consisting of the official BSA khaki uniform shirt / Troop neckerchief / official BSA shorts / green with red band scout socks / hiking boots. The BSA scout belt is preferred.

**Uniform Insignia** must be kept current and up-to-date on all scout uniforms. Junior Leadership position patches are only to be worn while currently holding that position. Rank patches on the left shirt pocket should represent the scout's current rank. Event or activity patches may be sewn to or dangled from the right shirt pocket.

Reference the inside front and back cover of the scout handbook for placement of patches.

Apparel that displays any message, written or visual, that is not consistent with the core values of the Scout Oath & Law, is not permitted.

## Troop / Patrol Elections

*-Troop and Patrol Elections must include a least half of the active roster of scouts within the Troop or within a patrol.*

*-Candidates for Senior Patrol Leader should have achieved the rank of 1st Class or above. Candidates for Patrol Leader should have achieved the rank of 2nd Class or above.*

*(These rank requirements can only be effective if the Troop roster contains enough experienced scouts to properly fill these positions. Otherwise, exceptions will need to be made.)*

*-The election of the Senior Patrol Leader begins by taking nominations of eligible candidates that are currently active in Troop activities. Scouts must accept their nomination. Nominees are given an opportunity to make a short speech to the Troop members regarding their desire and qualifications. Ballots and pencils are passed out to the entire Troop for voting. Ballots are to be cast as a private / personal decision. Scouts may vote for any nominated individual or leave their ballot blank. For a winner to be declared a scout must receive one more than half of the votes cast.*

*If no scout receives a majority of the votes, then the nominee selection is reduced to the top two vote recipients and a second ballot is cast by each individual member of the Troop in attendance.*

*-The newly elected Senior Patrol Leader in consultation with the Scoutmaster will appoint an eligible scout to serve as his Assistant Senior Patrol Leader.*

*-The election of the Patrol Leaders begins by taking accepted nominations from all eligible candidates that are currently active in patrol activities. Nominees are given an opportunity to make a short speech to the Troop members regarding their desire and qualifications. Ballots and pencils are passed out to the entire patrol for voting. Ballots are to be cast as a private / personal decision. Scouts may vote for any nominated individual or leave their ballot blank. For a winner to be declared a scout must receive one more than half of the votes cast. If no scout receives a majority of the votes, then the nominee selection is reduced to the top two vote recipients and a second ballot is cast by each individual member of the patrol in attendance.*

*-The newly elected Patrol Leader in consultation with the Scoutmaster will appoint an eligible scout to serve as his Assistant Patrol Leader.*

*-Following Patrol Elections the Senior Patrol Leader along with his assistant in consultation with the Scoutmaster will appoint scouts to fill the Junior Leadership Positions of the Troop.*

*-Scouts must accept the responsibilities and duties of any position that they are elected or appointed to, for a term of six months.*

*-Scouts that do not fulfill the responsibilities and duties of their elected or appointed position will not receive credit for their term and may be subject to replacement via election or appointment.*

## **Troop Fund-Raisers and Scout Participation**

*The Troop Committee along with the Scoutmaster and Asst. Scoutmasters will periodically organize sales or service activities to raise funds to support Troop activities. The Troop General Account is used to pay for recognition awards, training materials, operating supplies, activity fees and more. Proceeds or portions of profits may be designated toward individual scout accounts based on a scout's individual or family participation.*

*Scouts requesting Campership assistance are expected to help support the Troop and themselves by participating in Troop Fund-Raisers.*

## **Use of Scout Account Funds**

*The Troop Treasurer maintains a record of all funds designated to individual scouts, based on earnings through fund-raising efforts. A scout may request to use his scout account funds to pay for any expenses related to camp-outs, summer camp or other activities. Scouts can also request to use their scout account funds to purchase equipment or gear that they will personally use during scout outings. All requests for scout account funds should be directed to the Troop Treasurer well in advance of activities.*

*Scouts that have collected funds within their scout account, but do not continue an active registration as a youth member of the Troop, will forfeit their rights to any funds set aside in their name. Any funds forfeited will be transferred to the Troop General Account.*

## **Youth Drivers**

*For Youth members to drive to Troop activities or outings they must:*

- 1. Have 6 months driving experience since they have received their permanent Ohio driver's license.*
- 2. Meet all requirements listed on the "Youth Member Driving Policy" and agree to abide by all rules set forth in that policy.*
- 3. Complete all information and obtain all necessary signatures for the "Youth Member Driving Policy".*

*For Youth members driving to regular Troop Meetings, they must:*

- 1. Drive safely and under proper control.*
- 2. Vehicles will be used for transportation to and from the scout meetings only. Vehicles will remain parked and unoccupied throughout the duration of any regular meeting or activities.*
- 3. Vehicle keys may be seized by any adult leader, if the youth driver does not operate in a safe manner.*

## **Troop Policy on Knives and Woods Tools**

*Scouts must complete the “totin chip” requirements and agree to follow all proper use instructions and safety rules, to be eligible to carry a pocket knife or use woods tools, such as bow saws, hatchets and axes. Scouts must be able to present their “totin chip card” as proof of their training to any adult leader that questions their safety. Inappropriate and/or unsafe use of a knife or woods tools may lead to:*

- 1. Verbal correction*
- 2. Removal of a corner from the offenders “totin chip card” (Loose all four corners and loose knife carrying privileges)*
- 3. Temporary suspension of knife carrying privileges*
- 4. Repeat “totin chip” training to renew surrendered privileges or to replace a lost “totin chip card”*

*Folding blade pocket knives are permitted for personal use by scouts. Fixed blade or large sheath knives are only appropriate tools for use in the kitchen and are not permitted to be carried personally by a scout.*

## **Electronics**

*The use of electronic entertainment devices is strictly prohibited during Troop meetings and activities. This rule is in place to remove the distractions these devices create and to avoid accidental damage to expensive personal property. There is no need for scouts to have any of the following devices: CD or music player, radio, television, electronic games, cell phone. Electronic Tools such as a GPS receiver or Walkie Talkies are permitted for use within specific activities. **Travel Exemption** - When the troop is traveling more than one hour to participate in an activity or outing, then electronic entertainment is permissible only within the vehicle, but audio or sounds must be muted or music must be confined to personal*

## **Guest Policy**

*Scouts are encouraged to invite eligible boys of scouting age to attend regular meetings for consideration of joining Troop 405, Boy Scouts of America. Guests are welcome to attend some outings and camp-outs for consideration of joining, but the following must be met:*

- 1. Approval for guest participation must be granted by the scoutmaster.*
- 2. Guests must meet all participation and/or physical requirements being considered for any participating scout.*
- 3. Guests must submit appropriate paperwork for health and medical records, as well as any other permission forms or waivers.*

## **Troop Activity Pre-requisites**

*Due to the nature of certain High Adventure activities, some events planned by the Troop may require scouts to participate in introductory or qualifying activities or instructional sessions. All qualifications will be explained in advance to the youth membership of the troop. Requests for exemption from qualifying activities will be considered in advance on an individual basis.*

*All scouts must have completed a full week of summer camp before participating in any Summer Adventure trips or long distance touring trips.*

*Some events planned by the Troop are organized as a reward for completion of predefined requirements or attainment of predefined personal goals. Deadlines for meeting goals or finishing requirements will be established in advance.*

## **Troop Library and Resources**

*For the benefit of all scouts, the Troop maintains a library of merit badge books, training manuals and other resources. Scouts must return any borrowed materials upon completion of activity or program. Scouts will be held financially responsible for the replacement of non-returned, lost or damaged materials.*

## **Buddy System**

*For safety and protection throughout any Troop or Patrol activities, outings or projects, scouts must always maintain groups of 2 or more scouts together.*

## **Safe Swim and Safety Afloat**

*All scouts and adults will follow the defined policies of the Boy Scouts of America, regarding the safe practices for swimming and all water craft activities. The Troop leader in charge of aquatics activities will oversee and administer any swimming or water activities.*

## **Board of Review Requirements**

*For a scoutmaster to present a scout to the Troop Advancement Committee for the purpose of a rank advancement, the scout must be wearing his "Class A" uniform and have his scout handbook.*

## **Scout Spirit**

*Scout Spirit is defined as living the scout oath and law at all times in all places. An evaluation of a scout's attitude and behavior, in consideration of their Scout Spirit, is made before a scout is recommended for an advancement in rank. The Scoutmaster or Asst. Scoutmasters will consider a scout's attitude and behavior both within scouting activities and outside the scouting environment. A scout that persists with problems will be considered delinquent in Scout Spirit.*

*This includes problems:*

- within scout events*
- at home with family*
- in school or local community*
- that have been judged as or pleaded to as violations of local, state or federal laws*
- of persistent trouble with law enforcement*

*Scouts determined to be lacking proper Scout Spirit will be given, by the Scoutmaster, an appropriate time period (ie 3 - 6 months ) to demonstrate their improvement of Scout Spirit. At the end of the assigned time period the Scoutmaster or Asst. Scoutmasters will re-evaluate the scout's performance of Scout Spirit and determine whether to recommend the scout for advancement or assign a continued period for improvement. For any scout that contests the evaluation of the Scoutmaster - see Appeals Process below.*

## **Appeals Process**

*Any scout that feels he has been wrongly accused or judged by the Scoutmaster or Adult Leader in Charge may appeal any decisions directly to the Troop Committee. After full exploration of all circumstances from involved individuals, the Troop Committee can override, adjust or uphold any decisions or judgements made by the Scoutmaster or Adult Leader in Charge.*

*Any scout that feels he has been wrongly accused or judged by the Troop Committee may appeal any decisions directly to the Council Scout Executive of Great Trail Council, Akron, Ohio.*

## **Ratification and Amendments**

*This guidebook has been developed through the combined input and effort of the Patrol Leader's Council and the Scoutmasters. Ratification of and/or Amendments to, these written rules, policies, guidelines and standards requires separate approval by both groups:*

- the youth membership*
- the adult leadership  
(consisting of the Troop Committee and Scoutmasters)*

*Passage requires*

- A 2/3 majority vote from a quorum of the youth membership. A quorum shall consist of one more than half of the total registered youth membership within Troop 405.*
- A 2/3 majority vote from a quorum of the adult membership. A quorum shall consist of one more than half of the total registered adult leaders within Troop 405.*

## **Policy and Rules Enforcement**

*These policies, rules, guidelines and standards are set forth, so that scouts know and understand the expectations for all scouts and adults within Troop 405.*

- Scouts are expected to abide by these rules without constant oversight.*
- Junior Leaders and Senior Scouts are responsible to the Troop membership to ensure scouts are following set rules and policies.*
- The Scoutmaster, Asst Scoutmasters and/or Adult Leaders in Charge will provide final supervision and enforcement of all written and unwritten rules, including those set forth by the National Council, Boy Scouts of America and/or Great Trail Council.*
- The adult leaders supervising any scouting event are responsible to oversee the safety, health and well-being of all participating youth members. Therefore, the Scoutmaster or Adult Leader-in-Charge has the discretion to temporarily amend, adjust or create additional rules, policies or guidelines that help to protect the health and safety of the youth members or to support the positive operation and morale of Troop 405.*